Law Office Management for Paralegals 4th edition Vietzen Test Bank

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Chapter 2

Type: F
1. A _____ signature usually involves encryption and verification of identity by a third party.
a. *Digital*

Type: F
2. An _____ could allow clients to log on and check their bills, documents relating to their cases, and dates.
a. *Extranet*

Type: F
3. Identify any search engine for conducting research on the Internet without using a subscriptions service _____.
a. *Google, Yahoo, AltaVista, Excite….*

Type: F
4. By subscribing to a _____ you can receive announcements and participate in discussions relevant to your job.
a. *Listserv*

Type: F
5. If you print a document created on a computer you have created _____.
a. *Hard copy*

Type: F
6. A computer application that does calculations on data entered into cells, often used to manage financial information _____.
a. *Spreadsheet*

Type: F
7. To remove material from or conceal material in a document, perhaps because it is privileged _____.
a. *Redact*

Type: F
8. The pre-trial process of gathering and exchanging information and evidence _____.
a. *Discovery*

9. OCR refers to:
*a. Optical Character Recognition
b. A copier or scanner that prints on both sides
c. A method of formatting Columns and Rows in a spreadsheet
d. A popular database program

10. Windows is:
a. A computer application
*b. An operating system

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c. The only operating system in use in the legal field
d. Freeware

11. Which word would fit in this list: Linux, Macintosh, Solaris, ___
a. Datanase
b. Browser
c. Mega
*d. Windows

12. A license is required for use of software, to prevent
a. Spam
b. Hacking
*c. Violation of copyright laws
d. Incompatibility between applications

13. A group of networked computers, with access limited to a group, such as employees:
*a. Intranet
b. Internet
c. Server
d. Extranet

14. The data-behind-the-date, including the history of a document, is called
a. Spoliation
*b. Metadata
c. DAS
d. Merge File

15. Using a stamp to mark a document with a unique number is sometimes called:
a. OCR
b. Redacting
*c. Bates Stamping
d. E-discovery

16. Why would a law firm save documents as PDF?
a. To file in the PACER system
b. To “lock” the appearance of the document
c. To share documents with others, regardless of which word-processing programs they have
*d. All of the other answers are correct

17. Cloud computing refers to:
a. A device that can access the internet through satellite feed
b. Unsecured files
*c. Accessing software and associated data over the Internet, using a computer or mobile device.
d. None of the above

1. Printers, scanners, and fax machines are called “peripherals.”
*a. True

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b. False

2. “PC” is generally used to refer to a computer that uses the Windows, rather than Macintosh, operating system.
*a. True
b. False

3. Encryption refers to physical lock-down of electronic equipment to prevent theft and vandalism.
a. True
*b. False

4. Lvietzen@elgin.edu is an example of a URL.
a. True
*b. False

5. A copier that prints on both sides is said to “duplex.”
*a. True
b. False

6. Document assembly software integrates client information into templates.
*a. True
b. False

7. PACER is the Public Act Concerning Electronic Recovery, concerning government access to private computer networks.
a. True
*b. False

8. The terms “world wide web” and Internet mean the same thing.
a. True
*b. False

9. A website with the suffix .org might belong to a commercial enterprise.
*a. True
b. False

10. ISP stands for Insufficient Security Protocol.
a. True
*b. False

11. A Macro is a short-cut, a character or word that represents a series of keystrokes that can implement a command.
*a. True
b. False

Type: E
1. Identify ways in which a firm can protect information on its intranet/extranet.
a. *Answers should refer to screening employees, having employees sign confidentiality agreements, establishing different levels of access, requiring use of passwords, and*

monitoring use. A firm might also encrypt or scramble information on the site, partition information, use firewalls, or configure its server to allow access only from certain computers.
Type: E
2. Describe means by which a firm might backup its electronic information and some of the concerns with each.
a. *The firm might use an online backup service or might use physical media, such as tape, CDs, DVDs, external hard drives, or zip drives. In using a service, the firm must be satisfied that it employs adequate security. If a physical medium is used, it should be stored off-site, in a secure spot. Physical media can become obsolete and must be completely erased or destroyed when retired.*

Type: E
3. How can you evaluate the reliability of a website?
a. *Consider the suffix (.edu, .gov, .org, .org); is the site personal or is it sponsored by a reputable institution; determine whether the site has been recently updated; is the source identified and can its credibility be verified; does the site include links to other valid sources of information.*

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